Open, Transparent and Merit-based Recruitment of Researchers

Checklist for Institutions

Updated April 2025	**Open**	**Transparent**	**Merit based**	**Answer: Yes *completely/ Yes substantially/ Yes partially/ No***	**Suggested indicators (or form of measurement)**
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Yes	Relevant documents are placed on our webpage job opportunities at the university: - Information about HR Excellence in Research logo - Recruitment policy - NVP Recruitment code - Privacy Statement
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes	The Recruitment guide is an internal guide for all types of positions. Every member of a selection panel receives a link to the document. The Recruitment guide is placed on our intranet. We developed this guide not only for the recruitment of academic staff, but also for the recruitment of support staff. The guide can be used by anyone who is

					involved in the recruitment and selection of new staff. The Recruitment guide will be updated in 2025 and also a new ATS (applicant tracking system) will be implemented. With clear guidelines and process steps for everybody involved.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes	- Training programme Unconscious Bias and Inclusive Recruitment - Recruitment guide - University of Groningen Professor Policy - Recruitment, Priority Status and From Work to Work Supervision Regulations - The recruitment organisation and HR advisors support recruitment committees
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes	Web-based tool for (all) the stages in the recruitment process. A new ATS will be implemented in 2025.
5. Do we have a quality control system for OTM-R in place?				Not yet	This will be implemented in the new ATS.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes	Vacancies for scientific staff are published external from day 1, for support staff it will be published after a period of 5 days internal.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes	The percentage of international scientific staff - 48% in 2024.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes	The percentage of females - 46,2% scientific staff and 60,1% support staff in 2024. The number of 'afspraakbanen' - 94 in 2024. An Afspraakbaan is an adjusted workplace for people with poor job prospects, often people who require extra facilities or support to be able to carry out their work.

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes	
10. Do we have means to monitor whether the most suitable researchers apply?				Yes	We monitor the number of applicants for the position. We make long lists and short lists of qualified applicants.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes	Via the recruitment organisation.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		Yes	Working at the University of Groningen
14. Do we make use of other job advertising tools?	x	x		Yes	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes	
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes	Written guidelines: ● Recruitmentguide ● University of Groningen Professor Policy ● Memorandum on UG Tenure track policy
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes	Written guidelines: ● Recruitmentguide ● University of Groningen Professor Policy ● Memorandum on UG Tenure track policy

18. Are the committees sufficiently gender-balanced?		x	x	Yes	Recruitmentguide
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	Yes	Recruitmentguide
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes	
21. Do we provide adequate feedback to interviewees?		x		Yes	
22. Do we have an appropriate complaints mechanism in place?		x		Yes	
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Not yet	No regular systematic evaluation of the recruitment process. This will be implemented in the new ATS.